

NUTRITION SERVICES DIVISION MANAGEMENT BULLETIN		No. 00-219
TO:	All Public and Private Child Care Center Agencies Participating in the Child and Adult Care Food Program	ISSUE DATE: March 2001
ATTENTION:	Agency Directors	
SUBJECT:	Zero or Estimated Income Follow-up	
REFERENCE:	Center administrative Manual	

This Management Bulletin conveys a change in the amount of time allowed for sponsors to follow-up on a statement of zero or estimated income by a parent or guardian on an eligibility application. This is in response to recent USDA guidance and procedures stated in USDA's Child and Adult Care Food Program National Management Improvement Training.

Previously, we allowed a sponsor a maximum of ninety days to verify statements of zero income or estimated income on eligibility applications. Effective January 2001, sponsors will have **forty-five** days to perform this follow-up.

This change is reflected on the enclosed revision of the Child Care Center Administrative Manual, page 600.6.

If you have any questions, please contact John Copley, Program Analyst, Nutrition Program Management Unit, at (916) 323-6631, (800) 952-5609, or jcopley@cde.ca.gov.

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